

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 101
ALL STATE AGENCIES
ADMINISTRATIVE RECORDS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: _____

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 1 OF 21 PAGES

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 2 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

NOTE CONCERNING AGENCY HEAD AND OTHER IMPORTANT ADMINISTRATIVE RECORDS: Records and information (in paper and electronic formats) created, received and maintained by agency heads generally have historic (archival) value because “they contain unique information, regardless of age, which provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry” (*Virginia Public Records Act, Code of Virginia, §42.1-76 et. seq.*). Public officials who report to the agency head and/or who have significant program, planning or policy administration responsibilities also may have records of historic value. If these records (e.g., correspondence, project and program documentation files, planning files) document important agency initiatives and are not replicated elsewhere, they are deemed permanent. Contact the Archival and Records Management Services Division for assistance in identifying and transferring records.

Acknowledgment and Referral Files

100301

Retain 3 months then destroy.

This series documents the receipt of an item or forwarding of an item to another office; no other action is taken or expected of the forwarding office.

Administrative Databases

This series documents paper or electronic databases used solely to track routine tasks done in most offices.

Refer to *General Records Retention and Disposition Schedule No. GS-110, Electronic Records* for retention guidelines.

Administrative Files

100302

Refer to records series 012016, 012017, 012018 and 012019, “Correspondence” or “Subject Files.”

This series documents the routine operation of an office. Includes routine correspondence, memoranda, notes and handwritten messages. Does not include records related to any major function of the agency.

Administrative Process Act (APA) Regulatory Review Records

100303

Retain 5 years after expiration, termination, rescission or replacement of regulation, or end of hearings if no regulation issued; then destroy.

This series documents compliance with the *Administrative Process Act, Code of Virginia, §§ 2.2-4000 et seq.*

Agency Head Records

100304

Refer to records series 012016, “Correspondence - Agency Heads,” 100326, “History Files - Agency,” 100350, “Policy and Procedure Records,” 100355 and 100356, “Project Documentation,” and 100377, “Special Interest Items.”

This series documents the decisions and actions of the agency head in managing the operations of the agency.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 3 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Agendas, Schedules and Informational Documentation for Meetings</u></p> <p>This series documents the publishing of public notices of meetings, proposed schedules, along with materials reviewed or used by the board/commission/conference. May also include other items presented to the board/commission/conference or introduced by board/commission/conference members. Does not include materials used by regulatory boards in decision making. Refer to <i>Code of Virginia</i>, § 2.2-3707 et seq. Refer to records series 100338 and 100339 for Minutes.</p>	100305	Retain 3 years then destroy.
<p><u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u></p> <p>This series consists of signed, binding agreements, other than contracts involving procurement or payment of monies. The agreements may be between departments within the agency, other government agencies, localities, business entities or an individual or group of individuals.</p>	100306	Retain 3 years after termination or expiration then destroy.
<p><u>Annual Reports, Agency - Record Copy</u></p> <p>This series consists of reports prepared by or for the agency addressing the "state" of the agency, including goals, targets, objectives and finances.</p>	100307	Retain one copy permanently in agency. Transfer one copy to the Archives, Library of Virginia. Transfer 20 copies to Documents Section, Library of Virginia. Refer to <i>Code of Virginia</i> , § 2.2-609.
<p><u>Applications for Volunteer Services</u></p> <p>This series documents the recruiting or selecting of volunteers to work in any agency project or service.</p>		Refer to <i>General Records Retention and Disposition Schedule No. GS-103, Personnel Records</i> for retention guidelines.
<p><u>Appointment Calendars - Agency Heads</u></p> <p>This series documents the printing or publishing of calendars of agency heads intended for limited or general distribution.</p>	100308	Retain 5 year after last scheduled event then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 4 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Appointment Calendars - Other Agency Officials</u> This series documents the printing or publishing of calendars of public officials intended for limited or general distribution.	100309	Retain 1 year after last scheduled event then destroy.
<u>Consultants' Reports and Related Documents</u> This series documents the work and reports of consultants hired by the agency.	100310	Retain 3 years or longer if administratively useful, then destroy.
<u>Contract Administration Records</u> This series documents performance and conformance with contract stipulations not of a fiscal nature.	100311	Retain in accordance with terms of contract or 5 years after termination, whichever is greater; then destroy. Refer to <i>Code of Virginia</i> , §8.01-246.
<u>Contract and Agreement Records</u> This series documents contractual obligations of the agency or owed to the agency.	100312	Retain in accordance with terms of contract or 5 years after termination, whichever is greater; then destroy. Refer to <i>Code of Virginia</i> , §8.01-246.
<u>Correspondence/Subject Files - Agency Heads</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail. Also refer to records series 012019, "Correspondence Files - Routine, Administrative."	012016	Retain in agency 5 years then transfer records to the Archives, Library of Virginia for permanent retention. Archives may purge records in accordance with standard and approved archival practices.
<u>Correspondence/Subject Files - Boards Mandated by the Code of Virginia or the Virginia Administrative Code - Chairpersons</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100557	Retain in agency 5 years then transfer records to the Archives, Library of Virginia for permanent retention. Archives may purge records in accordance with standard archival practices.


RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 101
ALL STATE AGENCIES
ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 5 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Correspondence/Subject Files - Other</u> <u>Boards/Commissions/Conferences</u> <u>Committees - Chairpersons</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100558	Retain 3 years then destroy.
<u>Correspondence/Subject Files - Board Members - Except</u> <u>Chairpersons</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100559	Retain 3 years then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Correspondence/Subject Files - Department or Division Heads</u> <u>- Historically Significant</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a historically significant nature not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	100313	Retain permanently.
<u>Correspondence/Subject Files - Department or Division Heads</u> <u>- Other Correspondence</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012017	Retain 3 years then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 6 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Correspondence/Subject Files - Other Officials - Historically Significant</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a historically significant nature not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	100314	Retain permanently.
<u>Correspondence/Subject Files - Other Officials - Other Correspondence</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012018	Retain 2 years then destroy.
<u>Correspondence/Subject Files - Routine, Administrative - Not Specified Elsewhere</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a routine administrative nature not listed on an agency specific schedule, in any physical format including, but not limited to, paper and e-mail.	012019	Retain as long as administratively necessary then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Directives - Originator's Record Copy</u> This series documents the issuance of directives by the agency head outlining policy to lower levels of authority.	100315	Retain permanently.
<u>Directory Listings and Files</u> This series consists of lists of current or former employees and/or phone listings, office listings, lists of contacts, or service providers.	100316	Retain until superseded, obsolete, or rescinded then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 7 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Electronic Records</u> This series consists of information created or stored in any electronic format; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-110, Electronic Records</i> for retention guidelines.
<u>Emergency Planning and Related Records - Master Copy</u> This series documents the creation of disaster, emergency action or contingency plans.	100317	Retain 2 years after superseded then destroy in compliance with No. 8 on schedule cover page.
<u>Employee Suggestion Program Files</u> This series documents the implementation and control of an employee suggestion plan.	100318	Retain 3 years then destroy.
<u>Environmental Impact Studies - Agency's Record Copy</u> This series documents the environmental impact of major projects proposed or reviewed by agency officials. Reports are required by <i>Code of Virginia</i> , § 15.2-2202.	100319	Retain permanently.
<u>Feasibility Studies - Historically Significant</u> This series documents any feasibility study of a historically significant nature created by or for an agency not listed on an agency specific schedule.	100320	Retain permanently.
<u>Feasibility Studies - Other Studies</u> This series documents feasibility studies created by or for an agency, not listed on an agency specific schedule.	012026	Retain as long as administratively necessary then destroy.
<u>Finding Aids or File Locators</u> This series documents locations of files, records, or artifacts.	100321	Retain as long as administratively necessary then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 8 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Fiscal Records</u> This series documents the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-102, Fiscal Records</i> for retention guidelines.
<u>Forms Management Files</u> This series documents the control, development, design, and use of forms.	100322	Refer to records series 100366, "Records Management Files."
<u>Freedom of Information Act (FOIA)</u> This series consists of responses to requests to view official records or retrieve information from official records. Refer to <i>Code of Virginia</i> , §§ 2.2-3700 – 2.2-3714 for details.	012029	Retain 3 years after final action then destroy.
<u>Grant Records (non-fiscal)</u> This series documents grant acceptance or approval, completion, and conformance with grant stipulations that are not of a fiscal nature.	100323	Retain in accordance with terms of grant or 3 years after termination, whichever is greater; then destroy in compliance with No. 8 on schedule cover page.
<u>Graphic Arts Materials</u> This series documents creation of graphic arts materials for internal or external use and copies of those materials.	100324	Retain as long as administratively necessary then destroy.
<u>Grievance Records</u> This series consists of employee complaints about supervisory or management personnel, other employees, or working conditions.		Refer to <i>General Records Retention and Disposition Schedule No. GS-103, Personnel Records</i> for retention guidelines.
<u>Hearings - Administrative</u> This series documents administrative hearings not listed on another records retention schedule.	100325	Retain 3 years after last action then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 9 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>History Files - Agency</u></p> <p>This series consists of significant material that conveys the history of the agency, its government, its accomplishments, its officials or employees. May be material of an <u>exceptional</u> nature that is listed as disposable in this or other general schedules. Includes, but is not limited to, scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by the agency. Also included are narratives; printed, audio, or audiovisual histories; or matters of significant historical importance.</p>	100326	Retain permanently, or may be transferred to the Archives, Library of Virginia.
<p><u>Indexes, Checklists and Control Lists</u></p> <p>This series consists of records used for internal control of a process or action that does not act as the only record of final approval of the action or process.</p>	100327	Retain until superseded, obsolete, or rescinded then destroy.
<p><u>Information and Public Education Records - Pamphlets, Visual Aids and/or News Clippings Regarding Historically Significant Events</u></p> <p>This series consists of historically significant public information or education campaigns and materials or items about the agency collected from public sources. Also refer to records series 100361, "Recordings, Audio and Visual," 100357, "Public Relations Files," and 100359, "Publications."</p>	100328	Retain permanently.
<p><u>Information and Public Education Records - Other Records</u></p> <p>This series consists of public information or education campaigns and materials or items collected from various sources about the agency. Also refer to records series 100362, "Recordings, Audio and Visual."</p>	100329	Retain until superseded, obsolete, or rescinded then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 10 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Investigative Files, Records or Reports</u> This series documents any internal investigation of incidents, officials, employees, departments or operations and policies not covered by another general or specific schedule.	100330	Retain 3 years after final action then destroy.
<u>Legal Opinions - Requested by the Agency</u> This series consists of the opinions requested by the agency, its officials, employees, or departments from the agency counsel or the Attorney General's office on matters of law.	100331	Retain permanently.
<u>Legal Opinions - Other Opinions</u> This series consists of informational, courtesy, or general distribution copies of legal opinions.	100332	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> , disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Legislative Case Files</u> This series documents the agency process to propose or promote legislation that will affect or benefit the agency. The series consists of all drafts, including marked copies of proposed legislation; correspondence; memoranda; and other materials related to the consideration of legislation and its final disposition.	007136	Retain 5 years after proposed legislation is passed or fails then transfer to the Library of Virginia, Archives Division for permanent retention.
<u>Litigation Case Files - Agency Record Copy</u> This series documents status of legal cases involving the agency, its officials, employees or departments.	100333	Retain 5 years after final disposition then destroy.
<u>Litigation Case Files - Other Case Files</u> This series documents status of legal cases involving the agency, its officials, employees or departments.	100334	Retain as long as administratively necessary then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 11 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Management Reports - Historically Significant</u> This series documents the internal control or management of a specific function of the agency which is of historical significance.	100335	Retain permanently.
<u>Management Reports - Other Reports</u> This series documents the internal control or management of a specific function of the agency.	100336	Retain as long as administratively necessary then destroy.
<u>Microform Inspection Records</u> This series documents that microfilm prepared by or for the agency has met specific standards.	100337	Refer to records series 100368 and 100369, "Records Management Files."
<u>Minutes of Meetings of Boards Mandated by the Code of Virginia or the Virginia Administrative Code</u> This series documents proceedings of meetings of boards/councils/conferences/committees required by law. Includes materials used to make or support decisions. Refer to records series 100341, 100363 and 100364 for Notes or Recordings of Minutes.	100338	Retain 5 years in agency then transfer to the Archives, Library of Virginia for permanent retention.
<u>Minutes of Meetings of Other Boards/Commissions/Conferences/ Committees</u> This series documents proceedings of meetings of informal or ad hoc advisory boards/councils/commissions/committees. Includes materials used to make or support decisions. Refer to records series 100341, 100363 and 100364 for Notes or Recordings of Minutes.	100339	Retain 3 years then destroy.
<u>Motion Pictures - Agency Produced or Sponsored (other than training material and temporary recordings of minutes)</u> This series consists of motion pictures or videos prepared by or for agency for a specific purpose. Does not include commercially available material.	100340	Retain one copy permanently. Items must be refreshed or reformatted in accordance with the Library of Virginia's <i>Electronic Records Guidelines</i> .



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 12 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Notes or Recordings of Boards/Commissions/Conferences/Committees Meetings – Non-electronic Meetings</u> This series temporarily documents proceedings of various meetings. Includes stenographer's notes or audio or visual recordings. This does not apply to electronically held meetings. Refer to records series 100338 and 100339 for Minutes.	100341	Retain until minutes are transcribed and approved then re-use, erase, or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Office Instructions or Procedures (internal use)</u> This series consists of the internal guidelines, policies, or instructions for the operation of an office or completion of a function.	100342	Retain until superseded, obsolete, or rescinded then destroy.
<u>Organization Files - Administrative Structure and Management</u> This series consists of original material outlining organization or functions of the agency's major administrative units; also, material about the reorganization of the departments or management structure.	100343	Retain permanently.
<u>Organization Files - Other Records</u> This series consists of files not directly related to the organization or reorganization of the agency's management structure.	100344	Retain until superseded, obsolete, or rescinded then destroy.
<u>OSHA Records</u> This series documents the fulfillment of requirements of the federal government's Occupational Safety and Health Administration or the state's Department of Labor and Industry.		Refer to <i>General Records Retention and Disposition Schedule No. GS-103, Personnel Records</i> for retention guidelines.
<u>Parking Assignments</u> This series documents internal assignments of parking spots.	100345	Retain as long as administratively necessary then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 13 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Personnel Records</u> This series documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-103, Personnel Records</i> for retention guidelines.
<u>Photographs and Negatives - Historically Significant</u> This series consists of the collection of photographs or negatives created by or for an agency. Includes events that document the agency's organization, special ceremonies, occasions, events, and facilities. May include commercially available material.	100346	Retain permanently in agency, or may be transferred to the Archives, Library of Virginia.
<u>Photographs and Negatives - Personnel Identification</u> This series consists of negatives, image files, or photographs used for identification of employees, contractors, or vendors. Includes requesting paperwork or documentation.		Refer to <i>General Records Retention and Disposition Schedule No. GS-108, Fire, Safety and Security Records</i> for retention guidelines.
<u>Photographs and Negatives - Other Material</u> This series consists of photographs, negatives, image files, filmstrips, or slides produced by the agency that are not considered historically significant by the agency.	100347	Retain as long as administratively necessary then destroy.
<u>Planning Files - Administrative - Historically Significant</u> This series documents the planning of administrative changes or projects, major purchases, significant events, or occasions not requiring agency head approval of the details which are historically significant.	100348	Retain permanently.
<u>Planning Files - Administrative - Other Files</u> This series documents the planning of administrative changes or projects, major purchases, significant events, or occasions not requiring agency head approval of the details.	100349	Retain until superseded, obsolete, or rescinded then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 14 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Policy and Procedure Records - Agency Record Copy</u> This series consists of policy or procedural guidance issued or approved by the agency head.	100350	Retain permanently.
<u>Policy and Procedure Records - Others</u> This series consists of policy or procedural guidance not issued or approved by agency head or duplicate copies of approved material.	100351	Retain until superseded, obsolete, or rescinded then destroy.
<u>Presentation Materials</u> This series consists of materials created for use in briefings, demonstrations, classes, or seminars (e.g., slides, overheads, flip charts, handouts). Does not include commercially available materials.	100352	Retain as long as administratively necessary then destroy.
<u>Privacy Act - Information Request and Response Records</u> This series documents receipt of requests for protected information and the response to the request. Refer to <i>Code of Virginia</i> , §§ 2.2-3800 – 2.2-3809, <i>Government Data Collection and Dissemination Practices Act</i> .	100353	Retain 3 years after final action then destroy.
<u>Privacy Act - Requests to Amend Personal Information</u> This series documents receipt of requests to alter or amend personal information retained by agency and response to the request. Refer to <i>Code of Virginia</i> , §§ 2.2-3800 – 2.2-3809, <i>Government Data Collection and Dissemination Practices Act</i> .	100354	Retain 3 years after final action then destroy.
<u>Project Documentation Files - Historically Significant</u> This series documents design, development, control, or monitoring of a specific project or group of projects which are historically significant.	100355	Retain permanently.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 15 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Project Documentation Files - Other Files</u> This series documents design, development, control, or monitoring of a specific project or group of projects.	100356	Retain until superseded, obsolete, or rescinded then destroy.
<u>Public Relations Files -Historically Significant</u> This series consists of information provided to the public and business or government communities. Includes statements, visual aids, news releases, and news clippings regarding historically significant events. Also, one official copy of any historically significant publications.	100357	Retain permanently in agency, or may be transferred to the Archives, Library of Virginia.
<u>Public Relations Files - Other Items</u> This series consists of information provided to the public and business or government communities. Includes routine records.	100358	Retain as long as administratively necessary then destroy.
<u>Publications - Agency Produced or Sponsored</u> This series documents the official release of agency publications meant for public distribution or general internal distribution.	100359	Retain one copy permanently in agency. Transfer one copy to the Archives, Library of Virginia. Transfer 20 copies to Documents Section, Library of Virginia. Refer to <i>Code of Virginia</i> , § 2.2-609.
<u>Publication or Duplication Masters or Proofs</u> This series documents the approval of masters or proofs used to produce publications.	100360	Retain until no longer required for future duplication or revision then destroy.
<u>Recordings, Audio and Visual - Historically Significant</u> This series consists of audio or visual recordings created by or for an agency that are of an enduring, historically significant nature or that describe the current function or organization of the agency's major administrative units. Commercially available material may be included, if appropriate. Does not include recordings used in lieu of minutes or as temporary transcripts of minutes.	100361	Retain permanently.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 16 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Recordings, Audio and Visual - Security Recordings</u> This series consists of audio or visual recordings created by or for the agency related to the monitoring or security of facilities.		Refer to <i>General Records Retention and Disposition Schedule No. GS-108, Fire, Safety and Security Records</i> for retention guidelines.
<u>Recordings, Audio and Visual - Other Recordings</u> This series consists of audio or visual recordings that are not considered historically significant or used for security. Does not include commercially available material or recordings used in lieu of minutes or as temporary transcripts of minutes.	100362	Retain as long as administratively necessary then destroy.
<u>Recordings of Electronically Held Meetings of Boards/Commissions/Conferences/Committees Having Regulatory or Decision Powers</u> This series documents proceedings of electronically held meetings. Includes audio or visual recordings. Refer to records series 100338 for Minutes.	100363	Retain 3 years or until minutes are transcribed and approved, whichever is greater; then destroy. Refer to <i>Code of Virginia</i> , § 2.2-3708.
<u>Recordings of Electronically Held Meetings of Boards/Commissions/Conferences/Committees Without Regulatory or Decision Powers</u> This series documents proceedings of electronically held meetings. Includes audio or visual recordings. Refer to records series 100338 and 100339 for Minutes.	100364	Retain 3 years then destroy. Refer to <i>Code of Virginia</i> , § 2.2-3708.
<u>Records Management Files - Approved Certificates of Records Disposal (Form RM-3)</u> This series consists of Certificate of Records Disposal forms submitted to the Library of Virginia. Refer to <i>Public Records Management Manual</i> for further instructions.	100365	Retain 3 years then destroy.
<u>Records Management Files - Approved Forms Masters and Supporting Documentation</u> This series documents the development, design, approval, and use of forms.	100366	Retain until superseded, obsolete, or rescinded then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 17 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Records Management Files - Approved Retention and Disposition Schedules</u> This series consists of approved retention and disposition schedules, including general and specific schedules. Refer to <i>Code of Virginia</i> , § 42.1-82 & §42.1-86.1.	100367	Retain until superseded, obsolete, or rescinded then destroy.
<u>Records Management Files - Microform Records - Inspection Reports</u> This series documents the inspection and approval of microfilm prepared by or for an agency. Includes copies of background densities and inspection reports. Refer to <i>Virginia Administrative Code</i> , § 17VAC15-20-70.	100368	Retain 3 years then destroy.
<u>Records Management Files - Microform Records - Processing or Methylene Blue Tests</u> This series documents testing required to validate the correct processing and development of microfilm. Refer to <i>Virginia Administrative Code</i> , § 17VAC15-20-120.	100369	Send original test to Imaging Services Branch, Library of Virginia. Retain one copy in agency until film is destroyed.
<u>Reference Files</u> This series consists of material collected solely for reference or office library use. Generally includes printed material that is routinely distributed or collected.	100370	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Regulatory Case Files</u> This series documents the agency process to establish regulations as part of the <i>Virginia Administrative Code</i> . The series consists of all drafts, including marked drafts; economic impact statements; correspondence; memoranda; other materials related to the establishment of regulations; and the final signed copy of the regulations.	007135	Retain 5 years after proposed regulations are approved or denied then transfer to the Library of Virginia, Archives Division for permanent retention.


RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 101
ALL STATE AGENCIES
ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 18 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Release Forms – Adults</u> This series documents individual liability release statements for adults which are required for participation in various programs.	012079	Retain 5 years then destroy in compliance with No. 8 on the schedule cover page.
<u>Release Forms – Minors</u> This series documents individual liability release statements for children under the age of 18 required for participation in various programs.	012080	Retain 5 years after the minor turns 18 then destroy in compliance with No. 8 on the schedule cover page.
<u>Reports - Historically Significant</u> This series consists of routine reports, of a historically significant nature, not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies (e.g., reports on Privacy Act requests have the same retention as the Privacy Act request).	100371	Retain permanently.
<u>Reports - Other Reports</u> This series consists of routine reports not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies (e.g., reports on Privacy Act requests have the same retention as the Privacy Act request).	100372	Unless applicable to another series number, retain as long as administratively necessary, then destroy.
<u>Safety Records</u> This series documents the preparation of accident reports, accident investigations, and safety policy statements except those records required by OSHA or the Department of Labor and Industry.	100373	Retain 3 years then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 19 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Schedule of Daily Activities - Convenience or Administrative Control</u> This series documents the control of activities of employees other than payroll/hourly wage records. Includes diaries, logs, registers, and other similar records.	100374	Retain as long as administratively necessary then destroy.
<u>Schedule of Daily Activities - Required by Law or Regulation</u> This series documents compliance with code, law, statute, or regulation requiring the control or recording of the activities of employees other than payroll/hourly wage records. Includes diaries, logs, registers, and other similar records not listed on an agency specific schedule.	100375	Retain 2 years then destroy.
<u>Security Backup Files</u> This series documents the creation of duplicate copies of records, usually electronic records, created for information security purposes.	100376	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Special Interest Items</u> This series consists of records, files, or documents, regardless of scheduled retention period, determined to be of special historic or research interest by the agency head or governing board.	100377	Retain permanently in agency, or may be transferred to the Archives, Library of Virginia.
<u>Speeches</u> This series consists of speeches delivered by an official acting in fulfillment of job responsibilities.	100378	Refer to records series 100357 and 100358, "Public Relations Files."
<u>Staff Meeting Files</u> This series documents internal staff meetings.	100379	Retain as long as administratively necessary then destroy.
<u>Subject Files - Historically Significant</u>		Refer to records series 012016, 012017, 012018, 012019, 100313, 100314, 100557, 100558 and 100559, "Correspondence/Subject Files."



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 101

ALL STATE AGENCIES

ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 20 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Subject Files - Other Files</u>		Refer to records series 012016, 012017, 012018, 012019, 100313, 100314, 100557, 100558 and 100559, "Correspondence/Subject Files."
<u>Surveys, Administrative</u> This series consists of surveys by or for the agency for administrative, informational, or research purposes.	012078	Retain 2 years then destroy.
<u>Telephone Logs - Routine, Not Related to Law Enforcement or Emergency Services</u> This series documents incoming or outgoing telephone calls.	100382	Destroy 60 days after last entry.
<u>Telephone Message Slips - Relevant to Specific Actions</u> This series documents notification of incoming calls, phone messages, and/or requesting return calls. These messages have a bearing on actions or decisions taken or not taken.	100383	Transfer to related records series listed on this or other retention schedule.
<u>Telephone Message Slips - Routine Messages</u> This series documents notification of incoming calls, phone messages and/or requesting return calls. These messages document no specific actions.	100384	Retain as long as administratively necessary then destroy. Disposal reporting on a <i>Certificate of Records Disposal</i> (RM-3) is not required for these items only.
<u>Vacation or Work Schedules</u> This series documents employee time off from work not created specifically for payroll purposes.	100385	Retain 2 years then destroy.
<u>Vital Records Backup Copies</u> This consists of copies of vital records made as a backup to prevent loss of information.	100386	Retain as long as administratively necessary then destroy. Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 101
ALL STATE AGENCIES
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 21 OF 21 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Voice Mail/Answering Machine Messages - Relevant to Specific Actions</u> This series consists of the recording of incoming telephone calls. These messages have a bearing on actions or decisions taken or not taken.	100387	Transfer information in electronic or paper format to the relevant records series listed on this or other retention schedule.
<u>Voice Mail/Answering Machine Messages - Routine Messages</u> This series consists of the recording of routine incoming telephone calls.	100388	Retain as long as administratively necessary then destroy. Disposal reporting on a <i>Certificate of Records Disposal</i> (RM-3) is not required for these items only.
<u>Work or Production Control Records</u> This series consists of records not related to any other existing agency records series created to project, monitor, control, tabulate, or report the daily work activities of an individual or group other than payroll records.	100389	Retain as long as administratively necessary then destroy.
<u>Work Orders - Administrative Copies</u> This series consists of work orders or production orders by the requestor. Refer to <i>General Records Retention and Disposition Schedule No. GS-106, General Services Records</i> , for additional records.	100390	Retain 3 years then destroy.